



# File a Permanent Administrative Order

A video of these instructions can be found on the [Oregon State Archives YouTube channel](#)

You must be a **Rules Coordinator** in order to file a Permanent Rule.

★ [Watch video #4 Rule Draft in OARD](#) before attempting a permanent rule. Rules must be drafted to the Rules Work Queue before creating a Temporary or Permanent Filing.

1. Login here <https://secure.sos.state.or.us/oim/login> and select the link for Oregon Admin Rules. Select the Chapter you wish to work in (if you have more than 1).
2. A **Permanent Administrative Order** only happens after you've filed a Notice (see video [File a Notice of Rulemaking](#)), or you have certain actions that are allowed on a Permanent. You'll be working in the **Rules Work Queue**.

Include	Rule	Date	Status/Staff	Actions
<input type="checkbox"/>	732-020-0005 Amend	08/14/2017 2:27 PM	Accepted Emma	Edit   Delete
<input type="checkbox"/>	732-035-0010 to 732-035-1523 ReNUMBER	08/15/2017 8:38 AM	Accepted Emma	Edit   Delete

For this example we will use a **ReNUMBER**, which is a type that does not require a Notice first. It can go straight to a Permanent Administrative Order. Select the check box to the left of the rule. In the drop down box select "Permanent," then click "Create New Filing."

Notice	Rule	Date	Status/Staff	Actions
Notice	732-020-0005 Amend	08/14/2017 2:27 PM	Accepted Emma	Edit   Delete
Permanent	<input checked="" type="checkbox"/> 732-035-0010 to 732-035-1523 ReNUMBER	08/15/2017 8:38 AM	Accepted Emma	Edit   Delete
Temporary				

3. The next page is the **Permanent Administrative Order**. Fields with exclamation points are required.
  - a. **Agency Approved Date:** The date the agency, commission or board has voted or gaveled on the final version of the text. Must be on or before the filing date.
  - b. **Effective Date:** Must be on or after the filing date.
  - c. **Filing Caption:** Should be 15 words or less.
  - d. In the **Rules** field is the rule you added. On a Renumber there's no action needed here unless you need to remove or add a rule.
  - e. **Filing Contact Information:** A name, address, phone and email is required.
  - f. **Authorized signer has reviewed and authorized this filing:** This box must be checked in order to proceed. This replaces the authorization page of the old system.

## Oregon Administrative Rules

### Permanent Administrative Order for Chapter 732

**Agency Approved Date**

**Effective Date**

**Filing Caption**

**Rules**

Rule Number	Rule Title	Rule Action	Notice Filed Date	
732-035-0010 to 732-035-1523	Purpose	Renumber		<a href="#">Remove</a>

**Filing Contact Information**

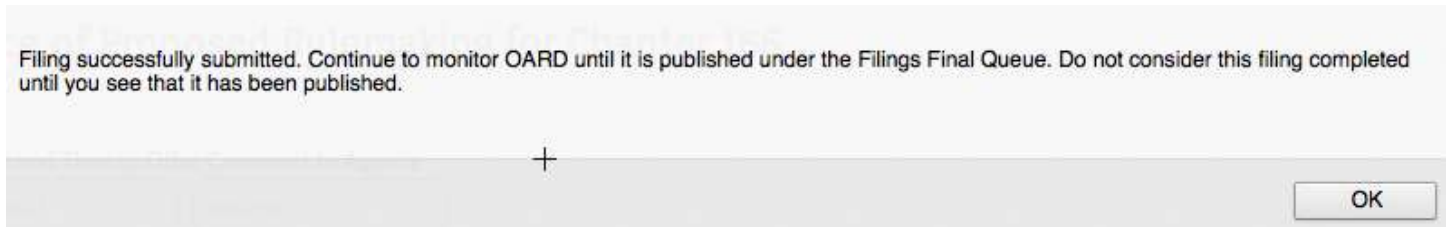
Name	Address	Phone / Email
<input type="text" value="Henry"/> <input type="text" value="Devonshire"/>	<input type="text" value="12345 SE Main Street"/> <input type="text" value="Address 2"/> <input type="text" value="Portland"/> <input type="text" value="OR"/> <input type="text" value="97219"/>	<input type="text" value="5039862155"/> <input type="text" value="Phone Ext"/> <input type="text" value="first.last@oregon.gov"/>

Authorized signer has reviewed and authorized this filing.

4. The buttons at the bottom are similar to those seen on other pages.
  - a. **Submit:** Sends the Permanent to the Secretary of State, Publications Unit.
  - b. **Save:** Saves your work
  - c. **Return to Dashboard:** Returns you to the dashboard
  - d. **Save as Text:** Saves a copy of this information as a text document on your local system (desktop or laptop). This box will remain gray until you save it at least once. Then it will be green and you can use it.



5. Once you are completely done with the Permanent and ready to send it to Submit it (make sure you are ready as this cannot be undone), click the Submit button. You will receive a message saying “Filing successfully submitted. Continue to monitor OARD until it is published under the Filings Final Queue. Do not consider this filing completed until you see that it has been published.”



6. Return to the Dashboard to save a **Receipt Copy**. From the Filings Work Queue select “Receipt Copy” from the far right column.

Filings Work Queue					
Date	Caption	Type	Status	Staff	Action
08/15/2017 9:18 AM	Example 15 words or less	Permanent	Submitted	Emma	<a href="#">View</a>   <a href="#">Receipt Copy</a>

7. A PDF is downloaded to your local system. It shows the information you submitted and the FILED date:

OFFICE OF THE SECRETARY OF STATE  
DENNIS RICHARDSON  
SECRETARY OF STATE  
  
LESLIE CUMMINGS  
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION  
MARY BETH HERKERT  
DIRECTOR  
  
800 SUMMER STREET NE  
SALEM, OR 97310  
503-373-0701

**PERMANENT ADMINISTRATIVE ORDER**

PTD 1-2017  
CHAPTER 732  
DEPARTMENT OF TRANSPORTATION, PUBLIC TRANSIT DIVISION

**FILED**  
08/15/2017 9:18 AM  
ARCHIVES DIVISION  
SECRETARY OF STATE

FILING CAPTION: Example 15 words or less

EFFECTIVE DATE: 08/15/2017

AGENCY APPROVED DATE: 08/15/2017

CONTACT: Henry Devonshire      12345 SE Main Street  
503-986-2155                      Portland, OR 97219  
first.last@oregon.gov

Filed By:  
Emma Snodgrass  
Rules Coordinator

RENUMBER: 732-035-0010 to 732-035-1523

RULE TITLE: Purpose

RULE SUMMARY: Renumber for purpose of screen capture.

RULE TEXT:

Chapter 746, Oregon Laws 2007 created the Oregon Streetcar Project Fund, allowing for the issuance of lottery bonds for the purpose of financing grants through ODOT to municipalities to provide for the purchase of streetcars used in public transit systems. The purpose of division 35 rules is to establish the Oregon Streetcar Project Fund Program.

STATUTORY/OTHER AUTHORITY: 184.619, Sec. 24 (2), ORS 184.616, Ch. 746, OL 2007

STATUTES/OTHER IMPLEMENTED: ORS 184.670, 184.685, Ch. 746, OL 2007